

# Retention and Classification Report

**Agency:** Department of Public Safety. Hazardous Chemical Emergency Response Commission (3948)

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**Records Officer** Dwayne Baird

28611 State Emergency Response Commission meeting minutes

**AGENCY:** Department of Public Safety. Hazardous Chemical Emergency Response Commission

**SERIES:** 28611

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**TITLE:** State Emergency Response Commission meeting minutes

**DATES:** 1988-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed or decided and votes taken (Utah Code 52-4-203(2014)). This includes the agenda, notices, and any public materials distributed at the meeting.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 12/23/2014

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical

These records have evidential value, as they document the development of policies and procedures regarding hazardous waste materials.

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(continued)

**PRIMARY CLASSIFICATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2015.